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INSTITUTE OF LABOR & INDUSTRIAL RELATIONS

LIST OF PUBLICATIONS



JANUARY, 1953

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In this booklet we present an annotated list of all publications which are currently available from the Institute.



List of Publications

of the

Institute of Labor & Industrial Relations

EDITORIAL NOTE

To extend a knowledge of labor-management relations to all who are interested, the Institute of Labor and Industrial Relations supplements its work by publishing articles, booklets, bibliographies, and other pamphlets. Many of these publications are non-technical explanations of specific fields in labor and industrial relations. Others are reports of intensive studies in special areas. These publications explain the work of the Institute, and attempt to add to a general understanding of the entire field of labor-management relations.

Please address requests to:

The Editor
Institute of Labor and
Industrial Relations
704 South Sixth Street
Champaign, Illinois

FUTURE PROGRESS

The University of Illinois Board of Trustees established the Institute in 1946 to "inquire faithfully, honestly, and impartially into labor-management problems of all types, and secure facts which will lay the foundation for future progress in the whole field of labor relations."

Accordingly, the Institute has divided its program into three main parts:

1. resident instruction leading to the degree of Master of Arts in Labor and Industrial Relations,

2. research in basic problems affecting labor and industrial relations, and

3. extension services to the public, including labor, management, and other "special" groups.

Robben W. Fleming
Director

Milton Derber
Coordinator of Research

Phillips L. Garman
Coordinator of Extension

Ross Stagner, Chairman
Campus Instruction

Barbara D. Dennis
Editor

Ralph McCoy
Librarian

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BULLETINS

These are non-technical presentations of many subjects in the field of labor and industrial relations. They are intended for general and popular use in the classroom, in day-by-day industrial relations, and for furthering the knowledge of all those interested in this broad field.

(One copy free in Illinois. Additional copies and out-of-state requests, 10¢ per copy.)

ASSIGNMENT AND GARNISHMENTS OF WAGES IN ILLINOIS, by Murray Edelman
1948. 20 p. (Vol. 2, No. 4)

A survey of laws of the 48 states relating to garnishment and assignment of wages, with special emphasis on Illinois laws. Includes a discussion of the problem of small credit and the attitude of employers toward garnishment and assignment.

FEDERAL COURT DECISIONS ON LABOR, 1947-48, by Murray Edelman
1948. 22p. (Vol. 2, No. 5)

An analysis of Supreme Court cases of the 1947-48 term which are of direct interest in labor-management relations. It also includes a brief summary of the more significant rulings of the National Labor Relations Board.

HEALTH PROGRAMS IN COLLECTIVE BARGAINING, by John M. Brumm
Revised 1951. 24p. (Vol. 3, No. 1)

A discussion of major problems and issues involved in negotiating and administering a management-union health program. The bulletin also describes the main features of typical health benefit plans now in force.

SUPERVISORY TRAINING - WHY, WHAT, AND HOW, by John F. Humes
1949. 24p. (Vol. 3, No. 3)

By means of conversation between two plant managers, the author outlines the purposes of a training program for supervisors, describes how such a program can be carried out, and what results can be expected.

SUPREME COURT DECISIONS ON LABOR, 1948-49, by Betty Jane Swoboda
1950. 10p. (Vol. 4, No. 1)

An analysis of Supreme Court cases of the 1948-49 term which are of direct interest in labor-management relations.

TRENDS AND PROBLEMS IN UNEMPLOYMENT INSURANCE, by Irving N. King
1950. 34p. (Vol. 4, No. 2)

The present federal-state unemployment insurance program, its coverage, benefits, eligibility requirements, and financing are discussed. The bulletin presents some of the problems which are involved and various proposals for solving them.

RECENT TRENDS IN OCCUPATIONAL DISEASE LEGISLATION, by Louise K. Steiner
1951. 30p. (Vol. 5, No. 1)

A survey of occupational disease legislation in the United States, the extent of coverage, benefits provided, and adequacy of administration. Several tables provide comparative data for the various states.

UNIONS, MANAGEMENT, AND INDUSTRIAL SAFETY, by Jack Strickland
1951. 25p. (Vol. 5, No. 2)

Ways in which unions and management can work together to reduce industrial accidents are summarized in this bulletin. The author describes a number of experiences with joint safety committees and the advantages and disadvantages of such cooperative efforts.

JOB EVALUATION, by L. C. Pigage and J. L. Tucker
1952. 43p. (Vol. 5, No. 3)

A practical guidebook on job evaluation - the reasons for using it, the essentials in a good plan, and the basic methods that may be employed. Charts, diagrams, and sample forms illustrate the text.

WORKERS ON THE MOVE, by Kenneth Lehmann and C. Edward Weber
1952. 22p. (Vol. 6, No. 1)

An analysis of factors which tend to increase labor turnover and suggestions for both management and labor leaders of ways to reduce turnover in order to contribute more fully to the defense needs of the nation.

RESEARCH REPORTS

These are the reports of studies conducted by the Institute's research staff on many aspects of labor and industrial relations. Some of the research was done by special request, while other studies were conducted as part of the regular research program of the Institute.

FARM AND NON-FARM WORK BY OPEN COUNTRY RESIDENTS IN TWO SOUTHERN ILLINOIS COUNTIES, by Morris A. Horowitz
1948. 42p. mimeo. $1 per copy. (Research Report No. 2)
The interrelationship of farm and non-farm work by open country residents were studied to determine some of the characteristics of the labor force living in the open country in the Southern Illinois area. The study also includes data on land utilization and cultivation by open country residents, many of whom do some work off the farm.

COST-OF-LIVING COMPARISON FOR FREEPORT, CHICAGO, AND MILWAUKEE
1949. 5p. mimeo. Free of charge. (Research Report No. 3)
A study of inter-city differences in living costs based upon a procedure developed by the U. S. Bureau of Labor Statistics. The study was undertaken at the request of the Chamber of Commerce and AFL and CIO unions in Freeport, Illinois.

TYPES AND SOURCES OF WAGE DATA IN ILLINOIS, by Richard C. Wilcock
1949. 56p. multilith. $1 per copy. (Research Report No. 4)
A guide to kinds of wage data that are generally available for industries and occupations in Illinois. The study includes a discussion of factors important in using wage data, a summary of data publicly available and a description and analysis of published data.

Research Volumes

These books are reports which represent basic long-range research by members of the Institute's research staff.

LEGISLATION BY COLLECTIVE BARGAINING - THE AGREED BILL IN ILLINOIS UNEMPLOYMENT COMPENSATION LEGISLATION, by Gilbert Y. Steiner

1951. 62p. Paper bound copy $1; hard cover $1.50.

A study of the so-called "agreed bill" process whereby the representatives of management and labor work out a pattern of legislation through negotiation. The volume, which deals with one type of Illinois law, unemployment compensation, is the first detailed description of this process which has been made.

PROBLEMS AND POLICIES OF DISPUTE SETTLEMENT AND WAGE STABILIZATION DURING WORLD WAR II, by five Institute staff members, with other former members of the War Labor Board

1951. 380p. 75¢ per copy. (U.S. Department of Labor Bulletin No. 1009, Superintendent of Documents, U.S. Government Printing Office, Washington 25, D.C.)

An analytical study which attempts to appraise the major industrial relations policy decisions made by the Government from 1940 to 1947. It focuses on the National Defense Mediation Board, the National War Labor Board, and the National Wage Stabilization Board. Discusses the stabilization of wages, problems of organization and manpower, and dispute settlement.

CHANNELS OF EMPLOYMENT, by Murray Edelman
1952. 212p. Paper bound copy $2.50; hard cover $3.50; 3 chapter edition 50¢.

Analyzes the role of the various hiring channels in Illinois, with particular attention to the reasons for their use or non-use by employers. Draws conclusions about direct hiring, supplements to informal channels, public employment offices, and union referral services.

UNION DECISION-MAKING IN COLLECTIVE BARGAINING: A CASE STUDY ON THE LOCAL LEVEL, by Arnold R. Weber
1952. 176p. Paper bound, mimeograph text. $1.00

An analysis of the basic elements of union leader and worker interests, the concept of leader responsibility, and the relation between effective union operation and leader-member participation in the decision-making process. The study is confined to a single collective bargaining decision by a single union in a single establishment.

LECTURES

These talks have been given on different occasions by Institute staff members or by others appearing on Institute-conducted programs. They have been reprinted by the Institute as being both worthy and instructive.

(Mimeo. Free of charge.)

LABOR'S STAKE IN SOCIAL SECURITY, by Nelson H. Cruikshank
1950. 9p. (Lecture Series No. 6)
A general review of the present social security picture in the United States from the point of view of organized labor. The lecturer is director of social insurance activities of the American Federation of Labor.

OUR MANPOWER CONTROL PROBLEMS, by Reuben G. Soderstrom
1951. 11p. (Lecture Series No. 8)
The president of the Illinois State Federation of Labor expresses the points of view of the AFL on present manpower problems. He tells of government organization and policies for the present and future emergencies.

HANDBOOKS

These booklets were prepared for the guidance and information of those needing a reference book for the specific subjects they cover. The handbooks are written in non-technical, "popular" style.

Labor Law (Mimeo. Free of charge.)

CHILD LABOR, by Betty Jane Swoboda
1950. 15p. (Handbook No. 1)
Child labor provisions of the Federal Fair Labor Standards Act and the Illinois Child Labor Law are presented in popular question and answer form.

WAGE PAYMENT, by Betty Jane Swoboda
1950. 19p. (Handbook No. 2)
Seven Illinois laws dealing with the payment of wages are summarized in this handbook by means of questions and answers.

HOURS AND DAYS OF WORK, by Betty Jane Swoboda
1950. 8p. (Handbook No. 3)
This handbook answers questions commonly asked about the provisions of three Illinois laws: the eight-hour day for women, the six-day week, and the hours of labor law.

Labor Journalism (Mimeo. 25¢ per copy.)

SECOND CLASS MAILING PRIVILEGES FOR LABOR NEWSPAPERS, by Arnold Weber
1951. 24p. Revised, 1952.
A guide to the regulations governing second class mailing privileges including a history of the system, how to meet the requirements, how to get a permit, preparation for mailing, and cost.

ADVERTISING FOR LABOR NEWSPAPERS, by Isabelle M. Zimmerly
1951. 25p.
A handbook summarizing basic advertising techniques with special application to the labor paper man. It gives sales approaches, copy and layout suggestions, and methods of making a market survey.

REPRINTS

Reprinted by the Institute, these articles by staff members originally appeared in professional journals. Many of them represent the results of study in specialized fields of labor-management relations.

(10¢ per copy.)

LABOR-MANAGEMENT RELATIONS IN THE CURRICULUM AND THE CLASSROOM, by Phillips Bradley
1950. 8p. (Reprint No. 5)

Ways and means of bringing the study of labor-management relations into the classroom are presented here with specific suggestions for building a labor unit and for enriching the teaching by use of special publications and classroom activities.

STEREOTYPES OF WORKERS AND EXECUTIVES AMONG COLLEGE MEN, by Ross Stagner
1950. 6p. (Reprint No. 7)

A report on a classroom laboratory project in which 50 pro-labor and 50 anti-labor men were interviewed for their opinions on the personal characteristics of workers and executives. Data are tabulated and conclusions drawn.

SUMMARY AND CONCLUSIONS CHAPTER - PROBLEMS AND POLICIES OF DISPUTE SETTLEMENT AND WAGE STABILIZATION DURING WORLD WAR II, by W. Ellison Chalmers, Milton Derber, and William H. McPherson
1951. 28p. (Reprint No. 9)

This chapter summarizes the 380-page study of the major industrial relations policy decisions of the Government from 1940 to 1947. It discusses the conclusions reached by the former War Labor Board Members. (See Research Volumes, p. 5.)

A SURVEY OF ILLINOIS LABOR RELATIONS LAW, by Nathan Hakman
1951. 22p. (Reprint No. 11)

The author describes the patterns of law which are included within the area of state legal control over labor matters. He also summarizes the judicial adjustment of legal concepts of institutional development of labor organizations.

CODETERMINATION: GERMANY'S MOVE TOWARD A NEW ECONOMY, by William H. McPherson
1951. 14p. (Reprint No. 12)

A discussion of the present experiment in West Germany in which labor, with legislative approval, is given almost coequal representation with management on the board of directors of business enterprises. The author also analyzes the probable consequences of codetermination with respect to nine issues.

UNION-MANAGEMENT RELATIONS AND TECHNICAL CHANGE: A CASE STUDY, by Solomon B. Levine
1951. 18p. (Reprint No. 13)

A study of technological change in an eastern textile mill reveals the human problems and the institutional relationships that grew out of the situation. The author stresses the relationship between the institutional selling and the problem of facilitating the introduction of technological change. He evaluates the factors involved in the case and their general implications.

PSYCHOLOGIC FACTORS IN EMPLOYEE TRAINING, by Homer L. Gammill

1951. 4p. (Reprint No. 14)

A review of the problem of training to include what people want to know, how and when the job will be done, and principles of learning which must be considered. Talk presented before the Illinois Dietetic Association.

TOOLS FOR THE TEACHER, by Ralph E. McCoy

1952. 9p. (Reprint No. 15)

The author suggests books, pamphlets, periodicals, films and other source material to assist the high school teacher in introducing the vital subject of labor-management relations to the classroom. Included are the names and addresses of publishers where the material can be obtained.

GOVERNMENTAL ORGANIZATION AND PUBLIC POLICY, by Murray Edelman

1953. 8p. (Reprint No. 17)

A discussion of a method to analyze the relationship between the nature of governmental organization to formulate and carry out regulatory programs and the influence of groups seeking to affect public policy. To illustrate the method the author presents some hypotheses dealing with the World War II wage stabilization program.

UNION PRACTICES AND POLICIES--THE MEMBERS' VIEW
(A Preliminary Report) by Hjalmar Rosen and Ruth Alice Hudson
1953, 6p. (Reprint No. 18)

A description of a preliminary report on some aspects of one of the few empirical studies of internal union structure and functioning. Field work was done in 21 local unions belonging to a regional organization of one of the large international unions. The preliminary report was entirely descriptive. Analysis of the data will be completed and published later.

CONFERENCE REPORTS AND NOTEBOOKS

As part of its extension program, the Institute conducts conferences, short courses, and institutes for various groups actively working in the field of labor-management relations.

Reports of these projects include proceedings and/or materials prepared for use of the participants.

A limited supply of these reports is available for general distribution.

(Mimeo. $1 per copy, except where noted.)

PROCEEDINGS, CONFERENCE ON LABOR LAW
1947. 72p.

Papers presented before a conference of lawyers who were connected with labor and management organizations. The papers deal with problems arising from the process of collective bargaining and the administration of collective agreements. The conference was sponsored jointly by the Institute and the College of Law.

REPORT, CONFERENCE ON CENTRAL LABOR UNION ACTIVITIES
1949. 38p.

The combined thinking and experiences of members of this conference are summarized in a series of committee reports, covering the following topics: labor education, working with schools, community activities, public relations, and legislation.

GIVE YOUR READERS A BREAK! Proceedings of the Fourth Annual Conference for Labor Journal Editors.
1950. 45p.

Major addresses of the conference and summaries of work group sessions are presented in this report. What Belongs in a Labor Paper, Writing for Better Readability, The Labor Press in a Democratic Society, and Makeup and Typography are among the topics.

NOTEBOOK, FOURTH ANNUAL STEELWORKERS INSTITUTE
1950. Notebook for First Year Members, 40p; Notebook for Second Year Members, 28p.

Schedules, outlines, bibliographies, and facts for discussion, as presented to union members attending the conference, are presented in notebook form. Collective bargaining, job evaluation, labor and the community, and social insurance are covered in the notebook for first year members. Motion and time study, and social insurance are covered in the notebook for second year members.

REPORT, SECOND CONFERENCE ON CENTRAL LABOR UNION ACTIVITIES
1950. 23p. 50¢ per copy.

Summary of discussions in a conference sponsored by the Illinois State Federation of Labor. Attached to the report is a questionnaire used during the conference to determine what central labor bodies in Illinois were doing in a number of fields.

NOTEBOOK, FIFTH ANNUAL STEELWORKERS INSTITUTE
1951. Various paging.

A collection of outlines, class notes, and documents distributed to students in notebook form. The conference covered motion and time study, civil defense, and wage and price control.

NOTEBOOK, THIRD CENTRAL LABOR UNION CONFERENCE
1951. 26p. 50¢ per copy.
Outline and charts prepared for the conference on Unions and Emergency Controls (Third Central Labor Union Conference) sponsored by the Illinois State Federation of Labor. Included are sections "The Economic Factors Behind Wage and Price Controls" and "Our Wage Control Policies."

COLLECTIVE BARGAINING FOR PENSIONS. Proceedings of a Conference on War Time and Long Range Issues in Collective Bargaining for Pensions.
1951. 52p. multilith. $2.00 per copy.
Approximately 25 specialists in industrial pensions discuss informally the problems and prospects of current trends in collective bargaining on pensions. This document, compiled from long-hand notes taken during the sessions, presents the ideas, suggestions, and points of view emerging from the discussion without any attempt to provide a synthesis. Of interest to the specialist.

COMMUNICATIONS AND EMPLOYEE PUBLICATIONS
1952. Various paging. 50¢ per copy.
The report of a conference for employee publications editors and policy-makers. It tells of the discussions and conclusions of participants on the aims of a company's over-all communications program, the aims of employee publications, and implementing the aims of employee publications in the light of the principles of communications.

IMPROVING INDUSTRIAL RELATIONS THROUGH SELECTION AND DEVELOPMENT OF SUPERVISION

1952. 19p. 25¢ per copy.

A summary report of informal discussion at conference of 23 Illinois production executives with a group of University professors. Major points where general agreement was reached are listed and some of the differences in viewpoints are suggested.

USING EDUCATION IN YOUR UNION

1952. 14p. 25¢ per copy.

Some suggestions concerning using education in unions including jobs an education program can do, responsibilities of an active union education committee, major types of educational programs used by unions, practical suggestions in starting an education program, education program resources, and a list of labor films.

WINNING YOUR READERS' INTEREST. Report of Fifth Annual Labor Journal Editors' Conference.

1952. 17p. 25¢ per copy.

Summaries of the major addresses given at the conference plus reports of the discussion sessions on labor news reporting, joint projects and inter-union relations, functions of a monthly journal, training reporters, advertising for labor papers, and design and layout for union magazines.

NOTEBOOK, FOURTH CENTRAL LABOR UNION CONFERENCE
1952. 33p. 50¢ per copy.

Outline of information collected for the Fourth Central Labor Union Conference. Included are sections on the Illinois laws concerning workmen's compensation, occupational disease compensation, and unemployment compensation; temporary disability programs in the U.S.; and other governmental and private programs for social and medical insurance, retirement, and public assistance.

MANUALS

These manuals were prepared by members of the Institute staff for use in extension classes, conferences, and institutes.

(Mimeo. 25¢ per copy.)

MAKING UNION MEETINGS EFFECTIVE.
1951. 27p.

This manual presents the techniques of parliamentary procedures with appropriate illustrations. It gives practical advice to union members on presiding at union meetings, conducting conferences, delivering reports, and speaking in public.

HANDLING GRIEVANCES, by John M. Brumm and Herman Erickson
1951. 30p.

Designed for use in the training of union stewards, officers, and other representatives in grievance problems, this manual consists of an outline of suggested topics and ideas for discussion. The material is presented in five sections: The Union and the Collective Bargaining Agreement; The Grievance Procedure in the Agreement; The Job of a Steward or Grievance Committeeman; Handling Grievances; and Making Grievance Procedures Work.

HOW OUR ECONOMY WORKS
1952. 20p.

A manual in outline form containing some basic concepts of the American economic system. Some of the sections are on income, the price level, profit and savings, international trade, and inflation. Included are charts and tables to illustrate various points.

LIBRARY PUBLICATIONS

General Publications

These publications were compiled and written by the Institute Librarian and members of his staff.

(Mimeo. Free of charge, except where noted.)

UNIVERSITY OF ILLINOIS LIBRARY RESOURCES IN LABOR AND INDUSTRIAL RELATIONS, by Ralph E. McCoy and Elizabeth O. Hogg
1949. 141p.

A survey of the University collection in this field, prepared to acquaint faculty and students of the Institute in some detail with the specialized resources available in the University Library and to assist the Library in the development of this collection.

THE RADICAL AND LABOR PERIODICAL PRESS IN CHICAGO: ITS ORIGIN AND DEVELOPMENT TO 1890, by Edward L. Sheppard
1949. 51p. ($1 per copy.)

A critique of publications in this area to determine trends in publishing and the relation of these trends to organized labor and radical politics. The study includes an analysis of newspapers of the social-democratic party, the anarchist group, the Knights of Labor, and the new trade unionism.

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AMERICAN SOURCES OF INFORMATION IN THE LABOR FIELD, by Ralph E. McCoy
1950. 19p.

A description of the most significant published resources in the labor field presented by type of publishing agency - government, universities and societies, unions, management, and commercial sources. Examples of important titles are cited under each category.

LABOR-MANAGEMENT RELATIONS AND HIGH SCHOOL PUPILS: A SURVEY OF COMMUNICATIONS BEHAVIOR, by Ralph E. McCoy
1950. 11p. (Occasional Papers, No. 15, University of Illinois Library School)

Effects of the mass media of communications on the attitudes of high school pupils toward labor issues. The author suggests ways in which high school teachers and librarians can help pupils form enlightened opinions on this controversial subject.

STRUCTURE AND GOVERNMENT OF AMERICAN LABOR UNIONS: AN ABSTRACT OF SELECTED LITERATURE, compiled by Ralph H. Bergmann
1952. 32p. (Bibliographic Contributions No. 1)

A bibliography prepared in the course of developing a research project on the functioning of labor unions as institutions. Short comments following each listing are designed to indicate the contribution of the writing to the field of local-international relationships.

Labor-Management Relations

LABOR-MANAGEMENT RELATIONS; A LIST OF SELECTED READINGS FOR HIGH SCHOOL STUDENTS AND TEACHERS
1948-date. Issued four times during the school year. An annotated bibliography prepared by a committee representing the Institute and the College of Education. Each issue deals with a specific topic, frequently one of current interest. Selection is made on the basis of authenticity of the information, readability, and availability to students.

(Mimeo. Free of charge.)

Industrial Peace (November 1948)

Labor and Management Organizations (December 1948)

The Taft-Hartley Act (January 1949)

Collective Bargaining (February 1949)

Wages - The Fourth Round (March 1949)

Jobs in Industrial Relations (April 1949)

Social Security (May 1949)

Current Articles (September 1949)

The Steel Strike and Pensions (October 1949)

Government and Labor Relations (November 1949)

Pensions (December 1949)

Labor Abroad (January 1950)

Union Structure and Organization (February 1950)

Coal (March 1950)

Discrimination in Employment (April 1950)

Labor and the Community (May 1950)

Labor Leaders Today (September 1950)

Farm Labor (November 1950)

Labor in the Crisis (December 1950)

Labor and Education (January 1951)

High School Youth and Military Service (February 1951)

Employment Trends and Job Opportunities (March 1951)

Railway Labor (April 1951)

Human Relations in Industry (May 1951)

Manpower for Defense (October 1951)

The Immigrant Worker in America (December 1951)

Collective Bargaining (February 1952)

Apprenticeship (April 1952)

Steel Labor (October 1952)

A List of Basic Publications (December 1952)

GENERAL PUBLICATIONS

Descriptions of Institute programs and services.

(Free of charge.)

GRADUATE STUDY IN LABOR AND INDUSTRIAL RELATIONS
1953. 26p.

Resident instruction program leading to the degree of Master of Arts in Labor and Industrial Relations. Entrance requirements, courses, scholarships, other information of interest to prospective students.

EXTENSION SERVICES IN LABOR AND INDUSTRIAL RELATIONS
1948. 16p.

Educational services available to labor, management, and public groups, and how they may be obtained.

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